



*DIRK KEMPTHORNE, GOVERNOR*  
*Roger B. Madsen, Director*

**WIAB 08-03**

**DATE:** November 13, 2003  
**TO:** All Local Workforce Investment Areas  
**FROM:** Cheryl A. Brush, Chief, Workforce Systems Bureau  
**SUBJECT:** Capital equipment and property purchase/lease and software purchases

To rectify an oversight in our equipment/property requirements, I ask each of you to comply with the following.

All purchases and leases of capital equipment and property (including software), with an acquisition cost of \$2,000 or more, require prior approval from the Administrative Entity. These items must be on your local equipment inventory as well as the State's. All subrecipients are required to conduct a physical inventory of all items every two years.

If you have equipment or property that meet any of these criteria, please submit the following information as soon as possible so that it can be included on the State's inventory:

Cost center number; Property description; User name; Property location; Serial number; Date acquired; Original cost; Purpose/what item will be used for

For all future items meeting this requirement, please obtain written approval from the Idaho Department of Labor, Workforce Systems Bureau prior to purchase/lease.

Please contact Brent Rose at 332-3570 ext. 3320 for any questions you may have concerning this requirement.